



## ***CIOB Awarding Organisation***

### **CIOB AWARDING ORGANISATION AND THE QUALIFICATIONS AND CREDIT FRAMEWORK (QCF)**

**CIOB Level 3 Diploma in Site Supervisory Studies  
CIOB Level 4 Certificate in Site Management  
CIOB Level 4 Diploma in Site Management**

#### **Distribution**

**This document is intended as guidance for the Awarding Organisation Management Committee (ABMC), External Verifiers and Regulators.**

July 2010

## Contents:

1. **The Operation of the QCF**
2. **Unit Development and Review (CIOBAB/1)**
  - 2.1 Background
  - 2.2 Unit Development and Review Functions
  - 2.3 Unit Identification
  - 2.4 Unit Writing Track Record
  - 2.5 Unit Development Process
  - 2.6 Unit Development & Submission
  - 2.7 Checklist for Writing Units of Assessment
  - 2.8 Ongoing Review
  - 2.9 Assignment Review & Development Procedures
  - 2.10 Assignment Development Process
  - 2.11 Assignment Development
  - 2.12 Information to the Regulators
  - 2.13 Unit development and review flowchart
3. **Rules of Combination (CIOBAB/02)**
  - 3.1 Background
  - 3.2 Level 3 Diploma in Site Supervisory Studies
  - 3.3 Level 4 Site Management Certificate & Diploma
  - 3.4 Procedures for RoC for Qualifications Development and Review
  - 3.5 Qualification RoC Development and Review
  - 3.6 RoC Rationale
  - 3.7 RoC Development Process
  - 3.8 RoC Development & Submission
  - 3.9 Checklist for Developing RoC Combination Qualifications
  - 3.10 Ongoing Review
  - 3.11 Information to the Regulators
  - 3.12 CIOB Awarding Organisation and the QCF Unit RoC Rationale
    - 3.12.1 Rational Descriptor template
  - 3.13 CIOB AO RoC Unit – Examples
    - 3.13.1 CIOB AO RoC Unit – Example 1
    - 3.13.2 CIOB AO RoC Unit – Example 2
  - 3.14 Sign off process
  - 3.15 Development
  - 3.16 Initial Review
  - 3.17 External Consultant Review
  - 3.18 Final Review
  - 3.19 ROC Development Flow Chart of Procedures
4. **Design & Development of Assessment Procedures CIOBAB/3**
  - 4.1 Background
  - 4.2 Unit Assessment Development and Review
  - 4.3 Unit Development & Submission (as document CIOBAB/1)
  - 4.4 Assessment Design & Development
  - 4.5 Design Queries
  - 4.6 Definitions concerned with Assessment
  - 4.7 Ongoing Review
  - 4.8 Recording the unit level
  - 4.9 Unit Databank (CIOBAB/3)
  - 4.10 Credit Accumulation and Transfer (CAT)
5. **Equality and Diversity Policy and Procedures**
  - 5.1 Equality and Diversity Awarding Organisation Policy
  - 5.2 Scope
  - 5.3 Equal Opportunities Statement
  - 5.4 Equality and Diversity within CIOB Awarding Organisation Qualifications
  - 5.5 Application of Equal Opportunities Statement (Overview of process)
  - 5.6 Diversity Statement
  - 5.7 Overview of systems to inform, implement, review, report and evaluate Equality & Diversity procedures and policies
6. **Assessment Practice Statement**
  - 6.1 Candidates with Individual Assessment Requirements
  - 6.2 Guidance
  - 6.3 Minor and Routine Occurrences
  - 6.4 Appeals against Reasonable Adjustments to be made
7. **Potential impact of CIOB Awarding Organisation Qualifications and Assessment upon Disabled people**
  - 7.1 Impact Conclusions
8. **Special Considerations (CIOBAB/F1/F2)**
9. **Aegrotat Awards**
10. **Summary of procedures**
  - 10.1 Candidate Procedures
  - 10.2 Policy Procedures Review and Evaluation
11. **Data collection**
  - 11.1 Candidate Registration Form
  - 11.2 Candidate Evaluation Form
  - 11.3 Access to Training & Assessment
  - 11.4 Special Considerations Form (CIOBAB/F1/F2)
  - 11.5 Awarding Organisation Annual Assessment by Providers and Centres Feedback Form
12. **The Disability Discrimination Act (DDA)**
13. **CIOB Awarding Organisation Risk Management Procedure**
  - 13.1 Risk Management Statement
  - 13.2 Risk Management Monitoring Risk Management Procedure
  - 13.3 External Verification
14. **Contact Details**

## **1. The Operation of the QCF**

The QCF is a unit-based framework. Units are the building blocks of all qualifications. The CIOB Awarding Organisation will be/are recognised to develop and submit units placed in the QCF unit databank. Once they are available in the databank, they may be used to build rules of combination by organisations recognised for this purpose. This enables learners to avoid duplication of learning and assessment.

The Awarding Organisation subsequently use agreed rules of combination to develop assessment arrangements for qualifications and submit qualifications for accreditation. The CIOB Awarding Organisation offer units through our Site Supervisory and Site Management Schemes to centres and learners, and are responsible for overseeing the assessment of units and granting the awards of credits.

## **2. Unit Development and Review**

### **2.1 Background**

The CIOB Awarding Organisation has been providing Site Management and Site Supervisory qualifications for over 30 years making these CIOB qualifications widely recognised as qualifications for professionals. The CIOB is one of the leading organisations within the construction sector offering awarding organisation qualifications and professional recognition through membership.

The CIOB has developed these qualifications in response to learner demand and statutory requirements supported by labour market intelligence and market research. Additionally the nature of these programmes can provide major individual and social benefit.

The development of units and qualifications for the QCF will be monitored under the remit of the Awarding Organisation Management Committee (ABMC) who will be concerned with overseeing unit development, review, and will have the position to exert control over the 'signing off' process.

Where staff training needs are identified, guidance will be provided on the design and development of units, when required. The CIOB Awarding Organisation also has access to various consultants who have the expertise to carry out unit development and review.

This arrangement will be put in place for 2 years (September 2010 – 2012). As a newly implemented system reviews will be carried out periodically as and when required.

The CIOB Awarding Organisation thus aims to develop robust systems that will allow the possible future development of unit qualifications in recognising industrial relevance, making sure they are free from prejudice and that they are fit for purpose to those already within the QCF.

## **2.2 Unit Development and Review Functions**

This function is to be undertaken by the Awarding Organisation Management Committee (ABMC) and signed off by the ABMC Chair and Head of Education, reporting to the Chief Operating Officer. This document will describe the unit development and review procedures.

The Awarding Organisation Management Committee (ABMC) members and CIOB staff may change over time. All members of unit development working group need access to current QCF guidance documents relevant to development and review for information, they are as follows:

- Regulatory arrangements for the QCF 2008
- Guidelines for writing credit-based units of assessment for the QCF
- Guidance for using unit level descriptors within the QCF
- Guidance for developing rules of combination for the QCF
- Claiming/agreeing credit. Guidance on the recognition or prior learning within the QCF
- Unit writing template and sign off prior to submission
- Exemptions in the QCF
- Credits from equivalent units within the QCF

All members of unit and qualification development working group are required to attend training and standardisation events as need is identified.

## **2.3 Unit Identification**

The CIOB Awarding Organisation regularly assesses the need and relevance of its qualifications. This is aided by evaluation and dialogue from CIOB Awarding Organisation providers, centres and learners. Units and the qualifications are monitored for continuing sector suitability and developed when a need for currency is specified. Reviews will take place when statutory regulations change, or are about to change in the near future, within an identifiable area of specific demand.

Candidate numbers are monitored yearly by the Awarding Organisation Administrative Secretary indicating a market need. When market research or market intelligence has indicated an unmet need a review will be carried out to evaluate the requirements of the specific area, the relevancy and the requirement for a new unit or qualification.

The appropriate Sector Skills Council will then be approached for qualification/unit endorsement. The CIOB Awarding Organisation currently has representation on the ConstructionSkills Standards and Qualifications Validation Group and when required, endorsement is sought.

## 2.4 Unit Writing Track Record

The unit writers within the CIOB have gained valuable experience by participating in QCF unit writing groups offered by QCDA.

## 2.5 Unit Development Process

When the Awarding Organisation has determined a case for proposing a qualification to Ofqual the following procedure is to be followed:

- Search QCF unit databank for a unit (available to unit developer and Vocational Coordinator) that does already meet identified needs. Identify any equivalent, closed, related or complementary units
- The Awarding Organisation Management Committee (ABMC) to agree on the appropriate individuals selected by the Awarding Organisation Management Team for the unit development working group who have expertise in the specialist subject area and are aware of the procedures for unit development
- Enlist a consultant with the relevant unit development and submission experience to participate in the 'sign off' procedure for qualifications (2010 – 2012)

## 2.6 Unit Development & Submission

- The new unit will be developed, according to the design specifications of the QCF, outlined in the document '*Regulatory Arrangements for the QCF, August 2008 – Section 1, the design and specifications of the QCF (clauses 1.1 – 1.38)*'.
- The new unit will be developed referring to the '*Guidelines for writing credit-based units of assessment for the QCF. Version 3.*'
- *The unit will have a writer and a moderator who will both have experience in the sector and have attended QCF unit writing workshops.*
- This unit will be quality assured and reviewed by members of the Awarding Organisation Management Committee (ABMC) and either returned to the appropriate individuals for further development, or whose signatures support the quality of the unit prior to submission to the QCF unit databank. These reviewers will use the QCF and Awarding Organisation Guidance documents as a checklist.
- The unit will be reviewed by stakeholders to ensure they cannot identify any issues, including any potential barriers to learning.
- The CIOB Awarding Organisation will enlist a specialist consultant with prior experience of unit writing and submission (such as JDRL). They will evaluate and inform the Awarding Organisation Management Team and Unit Writing Working Group personnel developing the qualification prior to submission to the QCF in 2010/11.
- The 'signed off' unit will be submitted to the unit databank, according to Ofqual WBA procedures, in the format required by the regulators by the Vocational Coordinator.

## 2.7 Checklist for Writing Units of Assessment

When a draft unit has been written, the CIOB Awarding Organisation will consider the following:

- Is the unit title clear and unambiguous?
- Does the unit title make sense and give a clear indication of the content of the unit?
- Do the learning outcomes reflect the unit title, and are they a coherent set?
- Are the learning outcomes and assessment criteria directly related to each other?
- Are the learning outcomes and assessment criteria consistent with the level attributed to the unit?
- Are the assessment criteria sufficiently detailed to allow judgments to be made i.e. that the learning outcomes have or have not been met in a given assessment? Can the learner perform badly but still meet the assessment criteria and get the credit for the unit?
- Does the credit value reflect the learning time required to achieve the unit?
- Is the level appropriate for the unit?
- Is the unit written in a way that makes it accessible to the different stakeholders?
- Is the CIOB Awarding Organisation equality, diversity and access to assessment policy applied throughout the development process, and is the unit free from any bias

## 2.8 Ongoing Review

Representatives of the Awarding Organisation Management Committee (ABMC) and Awarding Organisation Team will review each unit and qualification on the QCF annually; The Terms of Reference are as follows:

- Review the appropriate unit template
- Review the continued need for the unit
- Ensure consistency and accuracy in levels and credit values by comparison with other databank units and continued compliance with design features.
- Ensure continuing compliance with equality and diversity.
- Review evidence from delivery, assessment and awarding of the unit and make evaluation available for an annual Self-Assessment Report. Evidence reviewed will be provided by the Awarding Organisation Management Team:
  - Continuing statutory requirements or regulatory framework (internet research)
  - Number of registrations for the unit, per month and per year (both monthly and yearly analysis can be provided)
  - Number of Providers/Centres delivering the qualification per year (internal record analysis)
  - Percentage failure per unit per year (internal record analysis)
  - Candidate Feedback per Centre, per unit/qualification per year (summary, yearly analysis can be provided)
  - Provider/Centre annual Feedback

- Achievement measured against aspects of equality (gender, race, disability & age) (EV Report analysis)

The Chief External Verifier will analyse all External Verification undertaken including the monitoring of each individual External Verifier which will be reported to the Awarding Organisation Management Committee (ABMC) and the External Verifiers Standardisation Forum with regard to reviewing evidence for delivery and assessment and awarding of the unit. Evidence reviewed will include:

- Centre/Provider comments
- Candidate comments
- EV Action Plans for Provider/Centre
- EV comments/best practice

## **2.9 Assignment Review & Development Procedures**

The review and development of assignments will follow the same procedures and be subject to the same quality assurance, development analysis and review as the procedures we have in place above for unit and assessment development as highlighted above.

## **2.10 Assignment Development Process**

When the Awarding Organisation has determined a case for reviewing and creating new assignments, they will:

- Identify the need to develop and review an assignment
- The Awarding Organisation Management Committee (ABMC) to agree on the appropriate individuals selected by the Awarding Organisation Management Team for the assignment development working group who have expertise in the specialist subject area and are aware of the procedures for assignment development.
- Enlist a consultant with the relevant assignment development and submission experience

## **2.11 Assignment Development**

- The new assignments will be developed, according to the design specifications of the QCF and/or current building legislation when appropriate (for example building drawings and plans.
- *The assignment will have a writer and a moderator who will both have experience in the sector.*
- The Assignment will be quality assured and reviewed by members of the Awarding Organisation Management Committee (ABMC) and either returned to the appropriate individuals for further development, or whose signatures support the quality of the assignment. These reviewers will use the QCF and Awarding Organisation Guidance documents as a checklist.

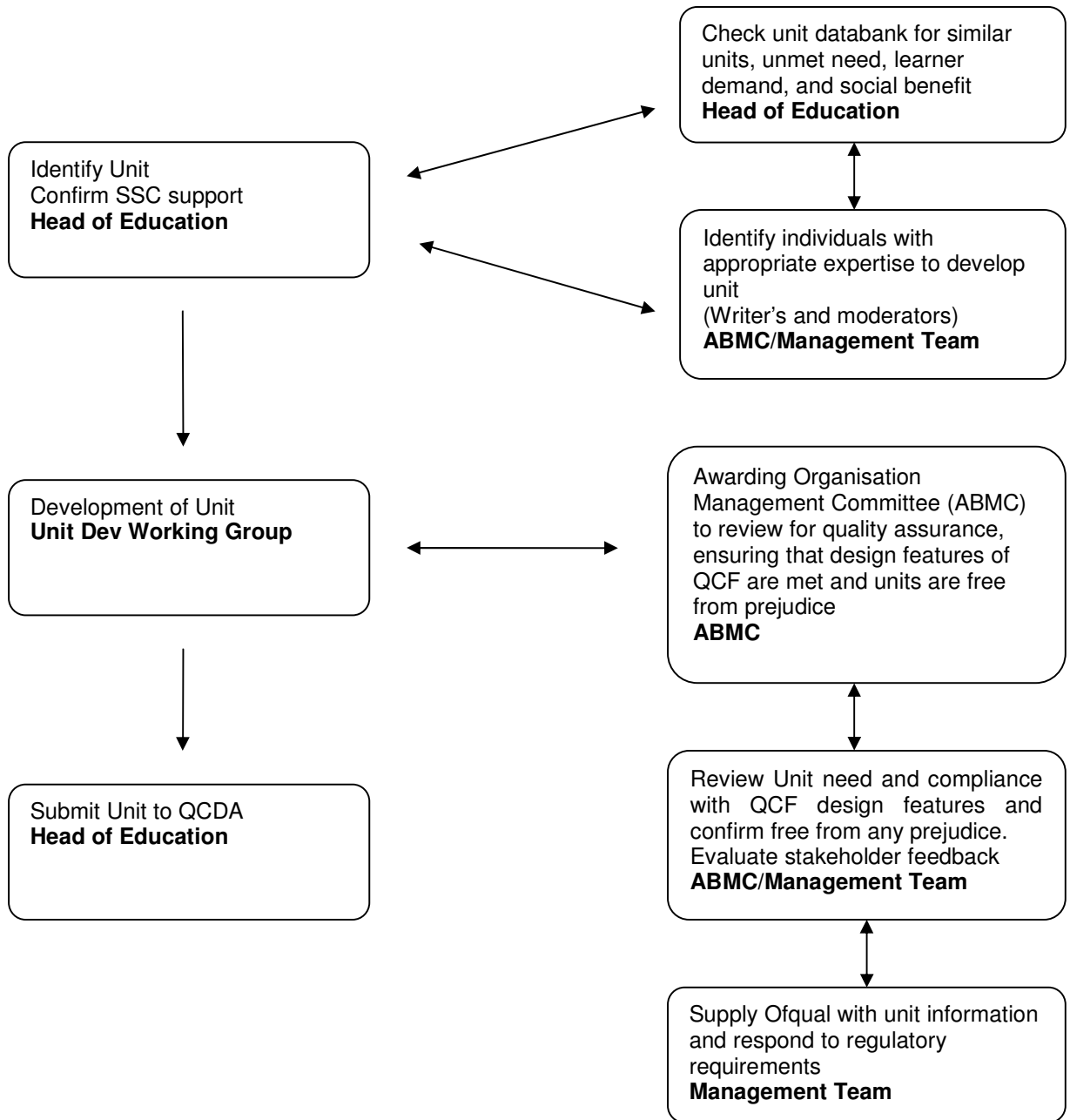
- The Assignment will be reviewed by stakeholders to ensure they cannot identify any issues, including any potential barriers to learning.
- The 'signed off' assignment will be included in the syllabus and the process for unit submission to the QCF and Centres will prevail.

## **2.12 Information to the Regulators**

This document summarises the processes used in unit development and review and this paragraph lists appropriate supporting evidence that may be of use to the regulators and would be prudent to have readily available.

- CIOB Corporate Governance, including terms of reference for The Awarding Organisation Management Committee (ABMC)
- CIOB Awarding Organisation Equality, Diversity and Access to Assessment Policy
- Individual CV's with areas of expertise of Awarding Organisation Management Committee (ABMC) members and consultants
- JDHoE, JDEM, JDAS, JDVC, – Job descriptions of key members of staff
- CIOB Awarding Organisation Management Committee (ABMC) meeting minutes
- External Verification Actions
- Annual Self-Assessment Report
- Unit Descriptor and 'sign-off'

## 2.13 Unit development and review flowchart



### **3. Rules of Combination Development and Review**

#### **3.1 Background**

The Awarding Organisation rules of combination specify the credits that need to be achieved through particular units for a qualification to be awarded. They are the mechanisms through which sets achievement that are grouped together into a qualification. Rules of combination ensure that the credits needed to achieve a qualification are based on a coherent set of units. *Any concerns that learners are able to pick and mix random units with no meaningful outcome are addressed under RoC.*

#### **3.2 Level 3 Diploma in Site Supervisory Studies**

The Site Supervisory programme consists of six units. All six units are mandatory for the qualification

#### **3.3 Level 4 Site Management Certificate & Diploma**

The Site Management programme consists of twelve units with a set number of specified units. For the award of the certificate any four units must be fully completed. For the award of the diploma a further eight units (completion of 12 in total) must be fully completed. Students may be granted exemption from unit 4, (Health and Safety) if they have completed the CITB Site Management Safety Training Scheme, within a period of three years. A comparison of this is considered in Ireland and is titled Managing Safety for Construction Managers, recognised by the Institute of Occupational Safety and Health (IOSH).

#### **3.4 Procedures for Rules of Combination for Qualifications Development and Review**

The CIOB Awarding Organisation is responsible for developing rules of combination to QCF specifications that make effective use of available units from the databank and have a clear purpose and rationale.

The CIOB Awarding Organisation thus aims to develop robust systems that will allow the possible future development of qualifications.

This arrangement will be put in place for 2 years (September 2010 – 2012) before being further reviewed.

#### **3.5 Qualification Rule of Combination Development and Review**

This function is to be undertaken by the Awarding Organisation Management Committee (ABMC) and signed off by the ABMC Chair and Head of Education, reporting to the Chief Operating Officer. This document will describe the RoC development and review procedures.

The Awarding Organisation Management Committee (ABMC) members may change over time. All members of unit and qualification development groups need access to current QCF guidance documents relevant to the rules of combination for information. These are as follows:

- Regulatory arrangements for the QCF
- Guidelines for writing credit-based units of assessment for the QCF
- Guidance for using unit level descriptors within the QCF
- Guidance for developing rules of combination for the QCF

- Guidance for submitting rules of combination into the WBA system for the QCF
- Claiming/agreeing credit. Guidance on the recognition or prior learning within the QCF
- Unit writing template and sign off prior to submission
- ROC and qualification template and sign off prior to submission
- Exemptions in the QCF
- Credits from equivalent units within the QCF
- Fair Access by Design.

All members of the unit and qualification development group are required to attend training and standardisation events as the need is identified.

### **3.6 Rule of Combination Rationale**

The CIOB Awarding Organisation currently provide accredited qualifications under the National Qualifications Framework that will undergo periodical development and review, this is aided by evaluation and dialogue from Awarding Organisation approved Providers, Centres and their learners. When statutory regulations change or are about to change in the near future for an identifiable area of specific demand this will be incorporated into the qualification structure.

- Candidate numbers are monitored yearly indicating a market need
- When market research or market intelligence has indicated an unmet need a review will be carried out to evaluate the requirements of the specific area for relevancy and the requirement of a new unit or qualification
- Access should be open to all, and that the RoC must not be a barrier to candidates accessing qualifications

### **3.7 Rules of Combination Development Process**

The CIOB Awarding Organisation Management Committee (ABMC) will determine a case for proposing a qualification to Ofqual and the following procedure is to be followed:

- Search QCF unit databank for units (available to unit developer and Vocational Coordinator) that could be combined to meet the required identified needs
- The ABM Committee and Awarding Management Team to assign appropriate individuals from Awarding Organisation Management Committee (ABMC) for the qualification rule of combination development working group, who have specialist expertise in site supervisory and site management, unit development and rule of combination development
- Develop and specify a rationale for the rule of combination for the qualification, stating how the rule of combination will support learner progression and generate opportunities for credit accumulation, transfer and exemption consistent with the rationale.
- Enlist a consultant (such as JDRL) with unit development, rule of combination qualification development and submission experience to participate in the 'sign off' procedure for CIOB Awarding Organisation qualifications (2010 – 2012).

The appropriate Sector Skills Council will then be approached for qualification/unit endorsement. The CIOB Awarding Organisation currently has representation on the ConstructionSkills Standards and Qualifications Validation Group and when required, endorsement is sought.

### 3.8 Rules of Combination Development & Submission

The new unit combination will be developed, according to the design specifications of the QCF, outlined in the document 'Regulatory Arrangements for the QCF August 2008 – Section 4, requirements for organisations developing rules of combination for accredited qualifications (clauses 4.1- 4.4)'. This document sets out the rationale for, and requirements for, and the rule of combination for a qualification. This unit combination will be reviewed by members of the Awarding Organisation Management Committee (ABMC) and either returned to the appropriate individuals for further development, or whose signatures support the quality of the unit combination prior to submission to the QCF unit databank.

The CIOB Awarding Organisation will enlist a specialist consultant with prior experience of unit writing and submission (such as JDRL). They will evaluate and inform CIOB Awarding Organisation Management Committee (ABMC), Awarding Organisation Management Team and working group personnel developing the qualification prior to submission to the QCF in 2010/12.

This 'signed off' unit combination will be submitted to the unit databank, according to Ofqual WBA procedures, in the format required by the regulators by the Vocational Coordinator.

### 3.9 Checklist for Developing Rules of Combination Qualifications

When a draft RoC qualification has been developed, the awarding Organisation will consider the following:

- QCF qualifications must be built from units in the QCF databank
- QCF unit templates contain additional information that may contain information such as specific assessment methods. It must be determined if the unit based assessment requirements will apply to the qualification
- Qualification end date must not be requested later than the expiry date of composite units
- Qualification title must identify level, size and precise, concise description of content
- Qualification size - 'Award', 'Certificate', 'Diploma' – credit value
- Qualification level – more than 50% of credits must be at or above the same level as the qualification
- Mandatory units - set out any credits from units that must be achieved for the qualification to be awarded
- Optional units – sets out any units a learner may chose to achieve a required number of units or credits towards the qualification
- Credits from other units in QCF databank. Setting out opportunity to achieve credit from other or equivalent units.
- Exemptions from the requirement to achieve credits from QCF units based upon certificated achievements outside of the QCF e.g. recognising The Site Management Safety Training Scheme qualification from CITB approved organisations as an equivalent value to CIOB Managing Health, Safety Welfare and Risk Control at Work, a QCF qualification. Further exemptions may be made on a case by case basis.
- Time limits on the process of credit accumulation or exemption counting towards a qualification. E.g. 2 hours per week for a 2-credit qualification - to mirror HSE criteria – requires 10 weeks between beginning and ending the award.
- Ofqual to make available to all users of the QCF a standard format for RoC. The CIOB Awarding Organisation must use this standard format.
- The RoC must promote open access to the qualification and not provide unnecessary barriers to learning. The CIOB Awarding Organisation equality, diversity and access to assessment policy must be applied throughout the development process.

### 3.10 Ongoing Review

Representatives of the Awarding Organisation Management Committee (ABMC) will review each unit, unit combination and qualification on the QCF annually. The Terms of Reference are as follows:

- Review CIOB Awarding document relating to rules of combination
- Review the continued need for a rule of combination.
- Ensure the continued compliance of the rules of combination with requirements set out in design features of Section 1 of 'Regulatory Arrangements for the QCF August 2008'
- Ensure the specified combinations of units and opportunities for credit accumulation, transfer and exemption continue to be consistent with the rationale for the qualification
- Ensure continuing compliance with equality and diversity
- Review evidence from delivery, assessment of the rules of combination and make evaluation available for the annual Self-Assessment Report. The evidence reviewed will be provided by the Awarding Organisation Management Team:
  - Continuing statutory requirements or regulatory framework (internet research)
  - Number of registrations for the unit, per month and per year (regular analysis)
  - Number of Providers/Centres delivering the qualification per year (internal record analysis)
  - Percentage failure per unit per year (internal record analysis)
  - Candidate Feedback per centre, per unit/qualification per year (yearly analysis)
  - Provider/Centre annual Feedback

The Chief External Verifier will analyse all external verification including the monitoring of each individual External Verifier, which will be reported to the Awarding Organisation Management Committee (ABMC) with regard to reviewing evidence for delivery and assessment and awarding of the unit. Evidence reviewed will include:

- Centre/Provider comments
- Candidate comments
- EV Action Plans for approved centres

### 3.11 Information to the Regulators

This document summarises the processes used in unit development and review and this paragraph lists appropriate supporting evidence that may be of use to the regulators and would be prudent to have readily available:

- CIOB Corporate Governance, including terms of reference for the Awarding Organisation Management Committee (ABMC)
- CIOB Awarding Organisation Equality, Diversity and Access to Assessment Policy
- Individual CV's with areas of expertise of the Awarding Organisation Management Committee (ABMC) members and enlisted consultants JD/RL
- JD/HOE, JD/EM, JD/AS, JD/VOC – Job descriptions of key members of staff
- Awarding Organisation Management Committee (ABMC) meeting minutes
- Annual Self-Assessment Report
- Unit Descriptors
- Rules of Combination Rationale Description and 'sign off' process

- Completion for RoC Qualification Development Template

### 3.12 CIOB Awarding Organisation and the QCF Unit RoC Rationale

Each qualification will have a written rationale proposed by the Awarding Organisation Management Committee (ABMC), upon which the RoC will be based.

The rules of combination will be used to group units into full qualifications aimed at learners in different contexts and different stages of their learning; allowing the flexibility to take forward credit gained into other qualifications where identical or similar units appear; and to support a learner's progression.

When the RoC has been agreed, they will be shared with stakeholders (including learner's representatives) before final submission.

Refer to clauses 1.15 – 1.31 of Regulatory Arrangements of QCF August 2008 and Guidance for developing RoC for QCF

#### 3.12.1 Rational Descriptor template

<b>Title:</b>	
<b>Endorsed subtitles</b>	
<b>Credit value</b>	
<b>Credits to be achieved at level of qualification</b>	
<b>Mandatory units</b>	
<b>Optional units</b>	
<b>Credits from other units</b>	
<b>Units with equivalent value</b>	
<b>Exemptions</b>	
The rationale descriptor template must stay attached to the process	
Completion signature 1:	Print:                      Date:
Completion signature 2:	Print:                      Date:
Completion signature 3:	Print:                      Date:

### 3.13 CIOB Awarding Organisation RoC Unit – Examples

#### 3.13.1 CIOB Awarding Organisation RoC Unit – Example 1

This document is for internal illustration and guidance only. These working examples may or may not form the basis for future qualification and RoC submissions.

<b>Qualification title</b>	Level 4 Certificate in Site Management	
<b>Endorsed subtitles</b>	-	
<b>Credit value</b>	8	
<b>Credits to be achieved at or above level of qualification</b>	8	
<b>Mandatory units</b>	All	
<b>Optional units</b>		
<b>Credits from other units</b>		
<b>Units with equivalent value on QCF</b>		
<b>Exemptions from outside the QCF</b>	Exemptions will be made on a case by case basis	
The rationale descriptor template must stay attached to the process		
Completion signature 1:	Print:	Date:
Completion signature 2:	Print:	Date:
Completion signature 3:	Print:	Date:

The CIOB Awarding Organisation Level 4 Certificate in Site Management has the following Rules of Combination

The Awarding Organisation considers all units to be mandatory for the award and may be taken in any order

There may be equivalent units on the QCF that meet the assessment criteria of the Managing Health, Safety Welfare and Risk Control at Work. These specific units may count in place of the more generic units, however, the Managing Health, Safety Welfare and Risk Control at Work unit are not attesting to

competence in a specific job role and environment, so therefore, cannot replace an occupational qualification unit

Exemptions in the QCF are not recognised by award of credit.

### 3.13.2 CIOB Awarding Organisation RoC Unit – Example 2

This document is for internal illustration and guidance only. These working examples may or may not form the basis for future qualification and ROC submissions.

<b>Qualification title</b>	Level 4 Diploma in Site Management		
<b>Endorsed subtitles</b>	-		
<b>Credit value</b>	8		
<b>Credits to be achieved at or above level of qualification</b>	8		
<b>Mandatory units</b>	All		
<b>Optional units</b>			
<b>Credits from other units</b>			
<b>Units with equivalent value on QCF</b>			
<b>Exemptions from outside the QCF</b>	Exemptions will be made on a case by case basis		
The rationale descriptor template must stay attached to the process			
Completion signature 1:	Print:	Date:	
Completion signature 2:	Print:	Date:	
Completion signature 3:	Print:	Date:	

Thus the CIOB Awarding Organisation Level 4 Certificate in Site Management has the following Rules of Combination:

- All units are considered mandatory for the award and may be taken in any order throughout the qualification

The Certificate and Diploma in Site Management has total credit award of 96 and currently has 12 units in to be uploaded on the QCF databank. Currently there are no corresponding units that have been located in the NQF

### 3.14 Sign off process

To be signed and dated when the appropriate procedure stage is completed, with all written feedback or email correspondence attached to this document. Documents and resources in the development stage concerned with this qualification are stored on the CIOB Awarding Organisation Management Team shared drive of which can be made available upon request to anyone wishing to use the qualification.

### 3.15 Development

Individuals appointed by the Awarding Organisation Management Committee (ABMC) and Team, with appropriate expertise to develop the qualification content, assessment criteria and follow the approved ROC procedure, to sign when the development process is complete.

Names of appropriate individuals with expertise in specialist sector, unit writing and RoC qualification development	Signature when process completed	Date

### 3.16 Initial Review

Selected members of the Awarding Organisation Management Committee (ABMC) appointed by the Management Team and ABMC Chair whose signatures will support the quality of the RoC qualification. The qualification will be returned to the development working group and returned for review until it is completed.

Names of appropriate individuals with expertise in specialist sector, unit writing and RoC qualification development	Signature when process completed	Date

### 3.17 External Consultant Review

To be signed by the External Consultant after confirming that the combination of units is ready to be submitted to the unit databank and all aspects of CIOB Awarding Organisation function required to support the qualification are in place.

External Consultant(s)	Signature(s) when process completed	Date

### 3.18 Final Review

To be signed by the ABMC Chair/Head of Education after confirming that the units and qualification is ready to be submitted to the databank and that the CIOB Awarding Organisation is ready for the unit to be submitted to the databank.

<b>Awarding Organisation member</b>	<b>Signature when process completed</b>	<b>Date</b>
ABMC Chair		
Head of Education		

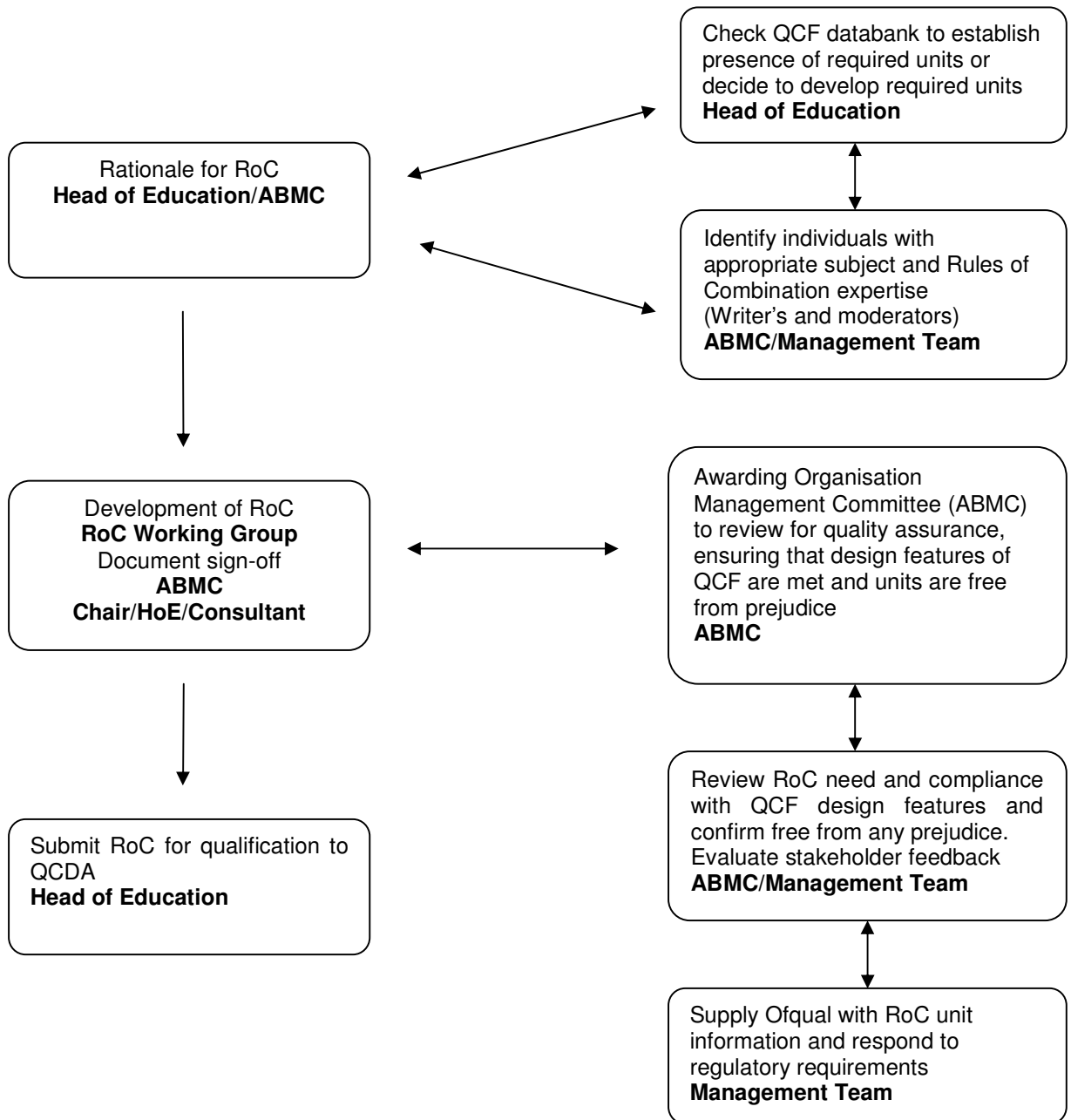
When an annual review of the qualifications is held, the use of the rules of combination will be reviewed to ensure that the qualification:

- Is still fit for purpose
- Does not need any updated units
- Meets current labour market needs
- Rationale for qualification is still valid
- Still ensures equality of access
- Measures achievement of full qualification against individual unit achievement
- Supports learners progression

The CIOB Awarding Organisation Management Committee (ABMC) will confirm the RoC and approve them against the rationale for the qualification to ensure that every opportunity for credit transfer is available.

### 3.19 ROC Development Flow Chart of Procedures

CIOB Awarding Organisation has developed the following to outline and clarify the procedures for developing and submitting RoC to form part of accreditation under the QCF.



## **4 Design & Development of Assessment Procedures CIOBAB/3**

### **4.1 Background**

This document aims to define CIOB Awarding Organisation procedures, as an awarding organisation, for developing assessment methods for individual units or groups of units. Units and qualifications will be developed in line with CIOB Awarding Organisation documents CIOBAB/1, 2, and-3 and Equality and Diversity Policy.

The CIOB Awarding Organisation is an awarding organisation and as such is responsible for developing assessment arrangements for assessing learner achievement reliably, validly and consistently.

The CIOB Awarding Organisation is also responsible for awarding credits to learners for the achievements of units making qualification awards within overarching arrangements for credit transfer and exemption supporting a system of credit accumulation and transfer, and accurately recording learners' achievements in their learner records.

### **4.2 Unit Assessment Development and Review**

This function is to be undertaken by the Awarding Organisation Management Committee (ABMC). The Awarding Organisation Chair will take these findings and evaluate as part of their meetings. Design, development and maintenance of assessment criteria and methods are part of the terms of reference for the Awarding Organisation Management Committee (ABMC) members involved in unit development, through the development working group.

Committee members may change over time. All members of unit development working group need access to current QCF guidance documents for information as follows:

- Regulatory arrangements for the QCF 2008
- Guidelines for writing credit-based units of assessment for the QCF
- Guidance for using unit level descriptors within the QCF
- Guidance for developing rules of combination for the QCF
- Claiming credit. Guidance on the recognition or prior learning within the QCF
- Exemptions in the QCF
- Credits from equivalent units within the QCF

### **4.3 Unit Development & Submission (as document CIOBAB/1)**

- The new unit will be developed, according to the design specifications of the QCF, outlined in the document 'Regulatory Arrangements for the QCF, August 2008 – Section 1, the design and specifications of the QCF (clauses 1.1 – 1.38).
- The new unit will be developed referring to the 'Guidelines for writing credit-based units of assessment for the QCF. Version 3.'
- The unit will have a writer and a moderator who will both have experience in the sector and have attended QCF unit writing workshops.
- This unit will be quality assured and reviewed by members of the Awarding Organisation Management Committee (ABMC) and either returned to the appropriate individuals for further development, or whose signatures support the quality of the unit prior to submission to the QCF unit databank. These reviewers will use the QCF and Awarding Organisation Guidance documents as a checklist.

- The unit will be reviewed by stakeholders to ensure they cannot identify any issues, including any potential barriers to learning.
- The CIOB Awarding Organisation will enlist a specialist consultant with prior experience of unit writing and submission (such as JDRL). They will evaluate and inform the Awarding Organisation Management Team personnel and the Working Group developing the qualification prior to submission to the QCF in 2010/11.
- The 'signed off' unit will be submitted to the unit databank, according to Ofqual WBA procedures, in the format required by the regulators by the Vocational Coordinator.

#### **4.4 Assessment Design & Development**

When developing assessment methods the members of the Awarding Organisation Management Committee (ABMC) must ensure that:

- Design features are consistent with the requirements for units set out in section 1 of the Regulatory Arrangements for the QCF
- All assessment instruments and processes to be free from judgements and have open access
- All units are assessed individually
- Skills, knowledge and/or understanding of all the learning outcomes against the stated criteria are assessed validly
- Learning outcomes and assessment criteria are benchmarked against national occupational standards, other relevant standards and current legislation such as NVQ Level 4 in Construction Site Management (Building and Civil Engineering) or the Health and Safety Executive (HSE) guidance for the delivery of managing occupational health risks in construction/ National Examination Board in Occupational Safety and Health (NEBOSH) Diploma qualifications.
- Sufficient evidence is produced by learners to enable reliable and consistent judgements to be made about all of the learning outcomes against the stated assessment criteria.
- All evidence is authentic and is attributable to the individual learner
- Are manageable and cost effective
- Are consistent with any additional requirements for assessment set out in the unit criteria
- Ensure continuing compliance with equality and diversity. Especially to minimise subsequent need to make access arrangements, including reasonable adjustments

The unit learning outcomes and assessment criteria will be produced in the 'standard' format using the design template produced by the CIOB Awarding Organisation.

#### **4.5 Design Queries**

For ongoing development queries and advice contact CIOB Awarding Organisation Head of Education.

#### **4.6 Definitions concerned with Assessment**

(Annex B Glossary QCF Regulatory Arrangements 2008)

- Valid – the fitness for purpose of an assessment tool or scheme, giving an accurate measure of what it is supposed to measure
- Reliable – the extent to which assessment results are accurate measurements of learner's achievements against the requirements of a unit. Reliable assessment repeatedly produces the same outcome without inherent judgements or variability in the assessment instrument.
- Authentication – process of confirmation that evidence has been genuinely produced by students

#### 4.7 Ongoing Review

The Awarding Organisation Management Committee (ABMC) will review each unit and qualification on the QCF annually. The Terms of Reference are as follows:

- Review the continued need for the unit
- Ensure consistency and accuracy in levels and credit values by comparison with other databank units and continued compliance with design features
- Review evidence from delivery, assessment of the unit and make evaluation available for annual Self-Assessment Report
- Ensure continuing compliance with equality and diversity procedures
- This document to be evaluated by the Awarding Organisation Management Committee (ABMC) for clarity, ease of use and usefulness

This document will be evaluated by the Awarding Organisation Management Committee (ABMC) as well as the Awarding Organisation Management Team for clarity, ease of use and usefulness.

#### 4.8 Recording the unit level

Unit Title:			Level:
Category	Level Indicated	Emphasis within Unit (strong, medium or low)	Comments
Knowledge and understanding			
Application and action			
Autonomy and accountability			
Overall level			

## 4.9 Unit Databank

The Awarding Organisation Management Team will access the QCF system to allow interrogation of the databank for awarding Organisation purposes and maintain registers and codes for the recognised centres. Management information reports relating to the submitted achievement data will be obtained for feedback to the Awarding Organisation Management Committee (ABMC).

Once a learner has completed units and/or qualifications and the learning outcomes are assessed, the approved centre will send records of the learning outcomes to the Awarding Organisation. The Awarding Organisation Administrative Secretary will then award credit to the learner which is based on the learning outcomes and submit achievement dates into the QCF systems. The QCF system assesses whether the addition of the achievement would enable the learner to claim a unit/qualification, and if so, notifies the approved centre of this potential claim.

The learner liaises with the approved centre who may then claim the chosen unit/qualifications from the awarding organisation. If the learner has not achieved all the required criteria with the awarding organisation, they can make a CAT query to establish whether the learner has achieved the credit with another awarding organisation.

## 4.10 Credit Accumulation and Transfer (CAT)

The CIOB organisation when developing rules of combination may consider opportunities for credit transfer which are compatible with the rationale for our qualifications. Opportunities to count credits from a unit/s from other qualification or from unit/s submitted by other recognised organisations towards the qualification in place of mandatory or optional units specified in the rule of combination. The units must therefore have the same credit value or be greater than the units in question and also be at the same level or higher. This helps to support the transfer of achievement, reduces the assessment burden and allows learners to move more freely through the qualifications system.

The CIOB Organisation takes a structured approach to the arrangements for identifying equivalent units within the qualifications unit databank. The following are considered to decide whether the content of a unit is truly equivalent:

- Unit title
- Level
- Credit value
- Learning outcomes
- Assessment criteria

As no two qualifications are equivalent the Awarding Organisation Management Committee (ABMC) will reach a decision. Decisions on the closeness of fit will be informed by the purpose of the qualification. In some instances a very close match between learning outcomes will be required; in others a looser connection between learning outcomes may be acceptable.

The Awarding Organisation will take into consideration that:

- One; two or more units can be identified as equivalent to another one
- If units have the same title, credit value and level, they should always be identified as equivalent
- A unit can only be identified as equivalent to another unit if it has the same or a higher credit value
- A unit can only be identified as equivalent to another unit if it is at the same level or higher

- There is no requirement to gain agreement on equivalence from the owner of the unit(s) identified as equivalent

There is no obligation for equivalence to be mutual. This means, for example, that if awarding organisation A designates two units owned by awarding organisation B as equivalent to one of its own units, there is no obligation on awarding organisation B to recognise awarding organisation A's unit as equivalent in return. (It is the Awarding Organisations intention to share all our units).

It is expected that the majority of units identified as equivalent will be equivalent to units specified as 'restricted' or expired units. If a unit is specified as shared then there should be no need to specify a unit that is equivalent to it

The more units there are in the QCF unit databank, the greater the opportunities to identify equivalence. The Awarding Organisation will therefore review units in the databank on a quarterly to yearly basis to ensure that, as new units become available, we continue to reference the full range of equivalent units within the rules of combination

Review will also be carried at the reaccreditation or extension stage for each qualification

If shared units have been determined this will be outlined as such within the unit databank.

## **5. Equality and Diversity Policy and Procedures**

- 1. Equality and Diversity Awarding Organisation Policy**
- 2. Equal Opportunities Statement**
- 3. Equality and Diversity within CIOB Awarding Organisation Qualifications**
- 4. Application of Equal Opportunities Statement (Overview of process)**
- 5. Diversity Statement**
- 6. Contact details**

This document (April 2010) supplants previous Equality & Diversity policies.

### **5.1 Equality and Diversity Awarding Organisation Policy**

#### **Introduction**

The purpose of this policy is to explicitly state how this commitment and current legislations are to be applied by CIOB Awarding Organisation and CIOB Centres and Providers to CIOB Site Supervisory and Site Management qualifications and assessment practices. Equality and diversity will be updated by the Awarding Organisation and reviewed annually according to any changes in legislation.

#### **This policy covers 3 broad areas:**

**Equality** is where people are treated fairly and given an equal opportunity, it is not about treating everyone in the same way, but recognises that needs can be met in different ways. Equality focuses on those areas covered by the law, namely the key areas of race, gender, disability, religion or belief, sexual orientation and age. Legislation seeks to prevent discrimination in all these areas, CIOB organisation believes we all have a duty to promote equality and remove discrimination in race, gender and disability.

**Diversity** is about recognising, valuing and managing individual differences to enable everyone to contribute in their own way feeling comfortable with and understanding various different needs.

**Access to Assessment** is about designing inclusive vocational qualifications from the outset and then providing good practice guidance and regulations relating to candidates who are eligible for reasonable adjustments in assessment or who require special considerations.

## 5.2 Scope

In order to operate in the QCF and potentially develop qualifications using a variety of units assessed by different methods aimed at diverse candidates, CIOB Awarding Organisation has developed this up to date coherent policy statement, with implementation procedures that can be evaluated for effectiveness summarised. This policy will be applied to all areas within the functions of the CIOB Awarding Organisation.

This document (April 2010) supplants previous Equality & Diversity policies.

## 5.3 Equal Opportunities Statement

The CIOB Awarding Organisation is committed to providing equal opportunity for everyone who is employed by CIOB or takes advantage of CIOB Awarding Organisation services, regardless of age, gender, race, religion, disability, ethnic origin, national origin, marital status, sexual orientation, political persuasion or trades union activity. This commitment will be informed by current UK legislation and EU directive e.g. recognising restrictions on those working with young children and vulnerable adults.

It is morally wrong to discriminate directly or indirectly and hinder equality of opportunity. Thus it is our intention to ensure that **no person** is subject to unfair treatment in any way and we recognise our responsibilities and legal obligations under all current legislation including the following Acts:

- Equal Pay Act (1970)
- Rehabilitation of Offenders Act (1974)
- Sex Discrimination Act (1975)
- Race Relations Act (1976)
- Disability Discrimination Act (1995)
- Protection from Harassment Act (1997)
- Human Rights Act (1998)
- Data Protection Act (1998)
- Race Relations (Amendment) Act (2000)
- Special Educational Needs and Disability Act (2001/2005)
- Employment Equality (Religion or Belief) Regulations (2003)
- Employment Equality (Sexual Orientation) Regulations (2003)

## 5.4 Equality and Diversity within CIOB Awarding Organisation Qualifications

### Introduction

The CIOB Awarding Organisation is committed to providing services that embrace diversity, promote equality of opportunity and assessments that are based on requirements only, and do not discriminate against anyone. Equality and diversity is an integral part of our provision and is embedded in our functions across the awarding organisation and the qualifications we offer. There should be no artificial barriers to the qualifications awarded by the CIOB, which must:

- be available to everyone who can achieve the required standard
- be free from barriers which restrict access to progression
- be free from overt or covert discriminatory practices with regard to age, colour, creed, ethnic origin, gender, nationality, marital status, race or sexual orientation
- pay due regard to the particular requirements of individuals, including those who may require support to undertake learning and assessment
- be free from any restrictions that are not legally required

Every approved centre must have an equal opportunities policy and a strategy for monitoring and reviewing, to encompass:

- access to assessment and learning
- prevention of discrimination
- provision for learners with particular requirements
- a mechanism for dealing with learner appeals

It is essential that centres recruit with integrity and fully explore with applicants any issues which may prevent them from achieving areas of their proposed qualification. Centres should assess each applicant's potential and make a judgement about their ability to achieve the qualification or individual units successfully.

Centres should refer to the appropriate syllabus, the evidence requirements and, where available, the assessment strategy for the particular qualification in question when giving advice to potential learners. As part of this process, centres should advise candidates if there is a more appropriate qualification, or if they would only be likely to achieve unit certification rather than the full qualification.

For further information on equal opportunities and the Disability Discrimination Act, visit the [Equality and Human Rights Commission website](#).

## **5.5 Application of Equal Opportunities Statement (Overview of process)**

The CIOB Awarding Organisation will ensure equality for all learners by ensuring that:

- All qualifications developed and offered by the organisation will be free from bias, and will not discriminate against any candidate. All vocationally related qualifications will be inclusive and fair by design and include this policy content when developing units, qualifications; and will be reviewed for this prior to submission. (Unit and qualifications development review process CIOBAB/1, 2 & 3).
- All assessment instruments and processes will be free from any bias, and inclusive for all candidates and will be reviewed within the awarding Organisation procedures and through centre candidate induction
- All Centres, Tutors, Assessors and Candidates are made aware of the CIOB AB commitment to equality of opportunity and issued with this policy (by way of Provider & Centre induction and training events, website resources downloads, written communications and resources support).
- All Centres and Providers must implement an appropriate equal opportunities policy and all staff and students of that Centre or Provider are aware of it (by receipt of written communications, inductions and training events, External Verification Standardisation Forum, external verification reports, internal verification standardisation

- As many candidates, and as a diverse of range of candidates as possible have access to qualifications, as the CIOB organisation mitigates any practice that discriminates unfairly (qualification development review processes, candidate registration and evaluation document analysis).
- Candidates have the opportunity to feedback to the CIOB Organisations Malpractice and Appeals Committee if matters relating to alleged discrimination are not resolved at Centre or Provider level. The Awarding Organisation Management Committee (ABMC) will mediate and assist in resolving any issues (policy document CIOBAB/ Malpractice and Appeals).
- The CIOB organisation procedures will collect sufficient data to allow The Awarding Organisation Management Committee (ABMC) and Management Team to monitor and evaluate that there is no discrimination on the grounds of race, disability and gender (candidate registration and achievement evaluation, policy review, yearly report of statistical analysis to ABMC).
- This policy and statement is reviewed annually by including the review, implementation and development of this policy for further effectiveness in the Awarding Organisation Management Committee (ABMC) Terms of Reference (ABMC Minutes and Yearly Report). The CIOB organisations compliance is monitored and reported in the Yearly Report.
- Website access is provided for candidates and any other member of the public or anyone who requests it by any other means.
- Procedure lists or flowcharts to detail implementation of this policy to aid CIOB organisation compliance are produced by the Awarding Organisation Management Team.
- All information and data for review and evaluation is archived. Including:
  - Evidence of higher or lower participation by different groups by collecting candidate registration data from each Provider and Centre
  - Evidence that different groups have different needs in relation to CIOB organisation qualifications by collecting candidate evaluation data from each Provider and Centre.
- Where a barrier to learning has been identified through the review process, EV reports or complaints and appeals procedures being invoked CIOB Awarding Organisation will thoroughly investigate and take appropriate action (withdraw assessment material -amend/update – provide training) as necessary – and then continue to monitor the situation.
- An Equal Opportunities process and any candidate requests are reviewed at the Awarding Organisation Management Committee (ABMC) meetings. *A section is recorded within the minutes of the CIOB Awarding Organisation Management Committee (ABMC)'s year end meeting.*

## 5.6 Diversity Statement

Diversity is about valuing and respecting the differences between learners, regardless of ability and/or circumstances or any other individual characteristic they may have.

CIOB organisation believes differences should be acknowledged, celebrated and embraced to help ensure that all learners feel included in the learning process and the learning environment is suitable for all.

CIOB organisation will review all of its qualifications and assessment instruments in terms of valuing diversity by unit developers and reviewers during unit development using the following bullet list. CIOB Awarding Organisation Management Committee (ABMC) will consider the list whilst developing CIOB organisations operations:

- Environment and equipment e.g. adjustable height workstations, accessibility, age and/or ethnic origin of potential learners.
- Programme resources e.g. Handouts and presentations to be capable of adaptation to a number of formats, consider the mediums of Welsh and Gaeilge, language level and jargon, illustrations to reflect diversity of potential learners.
- Staff development e.g. ensuring all are well informed of current policies and procedures in good time for the knowledge to be meaningful.
- Information e.g. this should be accessible to all, via email or centre notice-board or awarding organisation leaflets
- Liaising with others e.g. language interpreters may be required or staff who can use sign language. Information should be shared between agencies; learners have to agree to their disclosure to be shared with legitimate agencies since the DDA Act gives providers the duty to comply with learners requests for confidentiality.
- Feedback and evaluations should be obtained from all learners to ensure that current practices are responsive to their needs and any barriers to learning are identified and mitigated. Consider the appropriateness or option of digital or written evaluation

## **5.7 Overview of systems to inform, implement, review, report and evaluate Equality & Diversity Procedures and policies**

This section outlines evidence and procedures:

- Detailing procedures for evaluating responses collected from candidates and Providers/centres, when and who within CIOB organisation is responsible for evaluation and implementation of responses, to ensure that we do not discriminate on the grounds of race, disability, gender or any other status.
- Detailing the systems used for regulated functions (unit development, rules of combination, assessment and awarding) to ensure that we do not discriminate on the grounds of race, disability, gender or any other status.
- Detailing the systems used to consult with learners and/or their representatives ensuring there are no barriers to entry to units or qualifications, developed and/or offered for disabled people, women or men, or people from different racial groups.
- Detailing the procedures to address inequalities and mitigate the effect of any barriers and who is responsible for, where and when data is collected to monitor and evaluate these procedures.
- The procedures to collect sufficient data to monitor and evaluate to monitor compliance with the above.

Implementation	Responsibility	File reference
Finding Policy by: Public website. Support downloads. Course resources. CIOB Organisations HQ enquiry	AO Management Team Provider/Centre undertaking	
Implement Provider / Centre policies	EV visits	
Ensuring awareness of Policy and where to find updated policy	IV, EV, AB HQ, ABMC	
Evaluate candidate registration data	HoE ABMC	Yearly Report Analysis
Evaluate candidate evaluation data	AS, HoE, ABMC	Yearly Report) Analysis
Evaluate achievement data for equality	AS, HoE, ABMC	Yearly Report achievement stats
Unit development process	ABM Committee members / Working Group Nominated personnel for qualification	Unit writing template CIOBAB/1 Unit development and review
Rules of Combination development	ABM Committee members / Working Group Nominated personnel for qualification	RoC template CIOBAB/2 RoC development and review
Assessment	ABM Committee members / Working Group Nominated personnel for qualification	CIOBAB/3 Design & development of assessment procedures
Identifying and addressing barriers to learning (apply to UDI and RoCD)	ABM Committee members Nominated personnel for qualification	
Consulting learners or their representatives <ul style="list-style-type: none"> <li>• Provider/Centre feedback to AO analysis (continuous informal and annual feedback)</li> <li>• Student feedback analysis</li> </ul>	AOM Team	

Reports will be generated from interrogation of the QCF UDB system and the CIOB Awarding Organisation database.

## 6. Assessment Practice Statement

The CIOB organisation ensures that assessment methods and requirements will be explicit about what is to be assessed and include assessment that is suitable for the course and the course purpose. Assessment practice will be based on award requirements only and will not discriminate against anyone.

## 6.1 Candidates with Individual Assessment Requirements

CIOB organisation is committed to providing equal opportunity and freedom from discrimination. Requests for reasonable assessment adjustments, by individuals with special needs, can be applied for to the CIOB approved centre or the CIOB organisation, the decision will be taken and made by either/or the CIOB organisation, Centre or Provider. If the decision falls outside of the guidelines of the centres policy and awarding organisation guidance procedures documents or the experience of the Provider/Centre, or the Provider/Centre requires advice, the CIOB organisation will assist in the decision making process.

Our Customer Service Statement details response times for such enquiries.

CIOB organisation will ensure that the reasonable adjustments arrangements will be valid and reliable, designed to reflect the candidates' competence to meet the assessment outcomes of the qualification and for the employment for which the qualification is designed. Fair access by design is an essential requirement before the unit is signed off in the development stage. CIOB organisation ensures this by issuing policy guidance, scrutinising all requests and providing appropriate responses to the Provider/Centre or candidate according to our current procedures.

CIOB organisation will monitor by archiving annual requests and then analysing along with candidate registration and evaluation to inform the annual report produced by the Awarding Organisation Management Team.

*There are no definitive timescales for adjustments and special consideration requests from candidates as each individual request is carried out on a case by case basis.*

## 6.2 Guidance

Competence standards and the method of assessment are separate; we therefore, cannot make any adjustment to the National Occupational Standards to which our qualifications are mapped. However, we can adjust the assessment process to give individual equality of opportunity to show that they can reach the required standard. We will also ensure that the reasonable adjustment does not give the candidate an unfair advantage.

Individual adjustments may be required for a number of reasons, including:

- Temporary or permanent illness or injury
- Sensory impairment
- Reading &/or writing difficulties
- English as a second language
- Recent bereavement
- Other extenuating circumstances

CIOB organisation will approve reasonable adjustment requests if they are sent via the appropriate forms to the CIOB organisation. Centres and providers should use the RASC Request Forms (CIOBAB/F1/F2) which are downloadable from the CIOB organisations website.

Those wishing to appeal against any decision should contact the CIOB organisation directly.

CIOB organisation will consider and approve reasonable adjustment requests from Centres and Providers providing:

- Adjustments to the assessment are reasonable given the circumstances and the nature of the qualification.

If candidates are unable to attend the course for justifiable extenuating circumstances, then an alternative mode of delivery may be offered for the candidate, at the discretion and agreement of the Centre or Provider. The assessment process can thus be deferred to a time when the candidate has recovered from their indisposition, temporary illness or injury. All such events need to be recorded and forwarded to CIOB with all evidence and copies made available to the CIOB organisations External Verifier.

CIOB awarding organisation will monitor equality of access to assessment by requesting that all candidates complete an assessment evaluation section on their end of course evaluation form. This gives the candidate direct feedback to the awarding organisation. The evaluation data will be analysed, amplified comments will be recorded (archived) and evaluated, with change implemented if necessary.

### **6.3 Minor and Routine Occurrences**

Routine (listed in this guidance) reasonable adjustment to assessment decisions can be made by the Centre/Provider, on the condition that all such decisions are recorded and the CIOB awarding organisation is notified.

#### **Temporary Indisposition**

Candidates regularly present themselves with a temporary problem that might intrude on their performance during the course e.g. recovering from surgery, digestive system upsets, migraine, diabetic episode or faint.

We would expect the Centre or Provider to make a minor reasonable adjustment to normal activity in order to provide every opportunity for the candidate to carry on their studies.

Note: There are a large number of potential occurrences and guidance cannot be given for every potential case.

If the situation is beyond the experience of the Tutor and the situation necessitates immediate advice then the Tutor has the option of phoning the CIOB awarding organisations office, where the Vocational Coordinator is available to offer advice. Contact and advice may also be sought via the Vocational Coordinator with the Chief Verifier or experienced External Verifier. If the situation is beyond the experience of these individuals, then research will be performed and appropriate procedures devised. Such action will form part of the CIOB awarding organisation review and will recorded and reported.  
Evidence of Indisposition

Please do not send any supporting evidence e.g. original Doctor note, unless specifically asked for by CIOB organisation.

### **6.4 Appeals against Reasonable Adjustments to be made**

If there is disagreement with the CIOB Awarding Organisation's decision the CIOB Head Office should be contacted. If you wish to formally appeal against a decision, the CIOB Organisations Appeals Process should be referred to.

## **7. Potential impact of CIOB Awarding Organisation Qualifications and Assessment upon Disabled People**

At the unit writing and qualification development stage a review of the potential impact of qualification studies and assessment upon disabled people is made (document CIOBAB/1 for guidance).

The Awarding Organisation Management Committee (ABMC) meets three times per year to monitor all aspects of the CIOB awarding organisation functions, including the potential impact of CIOB awarding organisations qualifications upon disabled people.

The approach followed is to investigate latest guidance documents (obtained by internet research), and then to evaluate CIOB awarding organisation procedures and the evidence collected and if necessary produce new CIOB awarding organisation guidance documents describing amendments to current practice.

Guidance documents investigated include those on the Equality & Human Rights Commission website: <http://www.equalityhumanrights.com/>

The scope of disability is examined and advice on how discrimination can be avoided taken from:

The Disability and Discrimination Act 1995.

Code of Practice Post-16 and Code of Practice (revised) for Providers of Post-16 education and related services produced by the Disability Rights Commission, published 2007.

Evaluation from Candidates, Centres and Providers is reviewed alongside this guidance and conclusions published and reported.

### **7.1 Impact Conclusions**

CIOB Awarding Organisation has amalgamated previous Equality of Opportunity Policies to incorporate regulatory requirements. This has produced an integrated, coherent CIOB Awarding Organisation Equality, Diversity and Assessment Policy.

Key points:

- The onus is on the education provider to demonstrate that the reason for not awarding a qualification was a non-discriminatory one.
- There is no duty to make any adjustment to a provision, criterion or practice of any kind that is a competence standard. However the duty does not apply to the process of demonstrating that a person meets the occupational standard. The occupational standard and method of assessment are separate and reasonable, fair adjustment has to be made.
- Education providers have a duty to make reasonable adjustments.
- The Disability Discrimination Act does not override Health & Safety legislation.

## **8. Special Considerations**

If the course or candidate assessment is disrupted for unforeseen reasons beyond Tutor or Candidate control then special considerations can be taken by the Tutor, Centre or Provider to ensure that candidates are treated fairly in accordance with current guidelines from CIOB Awarding Organisation and the regulatory authorities. For candidates and courses where additional special consideration is required this is outlined within the Awarding Organisation RASC Guidance Documentation.

With sudden unforeseen events the onus is on the individual Tutor to make a discretionary judgement decision that may have to be made instantly. A Tutor working at a Centre should contact the relevant personnel immediately for advice and consultation. For Tutors, Providers and Centre Managers the CIOB Awarding Organisation Headquarters is constantly in operation during normal office hours where the Vocational Coordinator is available for advice and consultation.

The following guidelines outline the parameters within which to make various decisions. It is recognised that by the nature of events.

<b>RISK</b>	
<b>Danger to the Candidates E.g. Fire alarm, noxious fumes</b>	The tutor should immediately remove the group from danger and if the event is not temporary and easily dealt with by returning to the building upon the all clear, then the tutorial session may well be cancelled. All course candidates will be given opportunity for training and assessment as soon as reasonably practicable afterwards.
<b>Intrusive Events or Noise</b>	The course venue may be moved. Additional time may be allocated. Study and assessment opportunities may be presented to the group.
<b>Temporary Indisposition of Individuals</b>	Guidance is produced for access to training and assessment earlier in this policy. Minor adjustment to normal procedure is decided upon and recorded.

These special considerations treat candidates fairly and give them every reasonable opportunity to fulfil their studies and the assessment requirements of the qualification.

Whatever decision is made regarding special considerations, the minimum requirements must be met. If in doubt as to any decision we advise to contact the CIOB Awarding Organisation headquarters immediately.

The Vocational Coordinator (for immediate possible response) examines special considerations, immediately upon receipt and is referred to the Awarding Organisation Management Committee (ABMC). The Awarding Organisation Management Committee (ABMC) also monitors and evaluates procedures, producing and publishing any changes in guidelines. Any changes will be published to all Centres and Providers via the awarding organisation resources' section of the CIOB awarding organisation website and within written notification.

Up to date copies of this policy are available from the CIOB Awarding Organisation website.

## **9. Aegrotat Awards**

There is no provision for aegrotat awards for all CIOB programmes including Site Supervisory and Site Management programmes (an award made to a candidate who is unable through temporary indisposition to complete all of the usual assessment requirements).

The candidate may therefore be deferred to a time when the candidate is able to complete the necessary requirements for the qualification.

The Awarding Organisation will however, award unit certification for those units that have been successfully completed by a candidate. The Centre must submit a certificate claim form to request unit certification.

## **10. Summary of procedures**

### **10.1 Candidate Procedures**

For any matter arising from or relating to this policy, candidates should:

- Inform the Programme Leader/Tutor delivering the course. Most matters can be resolved at this level. Minor concerns can be addressed by making a comment upon the course evaluation form.
- Inform the Centre or Provider in writing at their earliest opportunity if the candidate cannot easily resolve the situation.
- Inform CIOB awarding organisation directly if the Awarding Organisation approved Centre or Provider cannot resolve the matter to the candidate's satisfaction.
- Centre or Provider Procedures

To discuss any equal opportunities issue or any matters relating to this policy, contact CIOB awarding organisation directly.

### **10.2 Policy Procedures Review and Evaluation**

This falls under the terms of reference of the Awarding Organisation Management Committee (ABMC). Collected information and data will inform development alongside internet research to establish current best practice.

- Information reviewed includes initial induction feedback, feedback from specific training events, analysis of EV reports, analysis of candidate registration and feedback, evaluation documents.
- Research using key legislative websites for organisations.
- Comparison screening with similar documents available from internet research
- The Awarding Organisation Management Team provides reports to the Awarding Organisation Management Committee (ABMC) and produces any amendments to this policy.

## **11. Data collection**

As a recognised Awarding Organisation, the CIOB Awarding Organisation has to have procedures in place to collect sufficient data to allow the monitoring and evaluation of compliance with the requirements of equalities legislation and to ensure that there is no discrimination on the grounds of race, disability and gender.

The Awarding Organisation Management Team has overall responsibility for producing reports that includes a yearly performance/report statement. One function is to evaluate all CIOB awarding organisation collected data for evidence of bias or discrimination.

Candidate Registration and Evaluation documents are continually developed to enhance both learner consultation and data collection.

It is CIOB Awarding Organisation policy that all information and data be shared with the regulatory authorities upon request.

### **11.1 Candidate Registration Form**

Each candidate is asked to complete a Registration Form giving details of:

- Gender - male or female (tick box)
- Special needs or reasonable adjustments requested (tick box)
- Ethnicity - ethnic group definitions based upon 2001 census question (tick box)

These results will be evaluated and form part of the CIOB Awarding Organisation Management Committee (ABMC) meeting itinerary.

### **11.2 Candidate Evaluation Form**

Each candidate is asked to complete an end of course evaluation form. Centres and Providers are asked to provide a summary of candidate evaluation responses. Answers are given a numerical value allowing each Centre, Provider and course type to be analysed in relation to the information asked for.

The information requested is determined by the CIOB Awarding Organisation Management Committee (ABMC), informed by the regulatory process and internet research.

Candidates have an opportunity to add an 'amplified comment' to possible areas of concern, each comment received is scrutinised by the Vocational Coordinator, retained in a file for policy analysis. Any area for concern is investigated. Specific questions ask for a candidate response relating to:

- The assessment component of the qualification
- The teaching component of the qualification
- The qualification course materials
- Special adjustment requirement

### **11.3 Access to Training & Assessment**

Each completed form will be scrutinised and responded to on a case-by-case basis by the Vocational Coordinator and entered anonymously and reported to the CIOB Awarding Organisation Management Committee (ABMC).

### **11.4 Special Considerations Form (CIOBAB/F1/F2)**

Each completed form will be scrutinised and responded to on a case-by-case basis by the Vocational Coordinator, entered anonymously and reported to the CIOB Awarding Organisation Management Committee (ABMC).

### **11.5 Awarding Organisation Annual Assessment by Providers and Centres Feedback Form**

Each completed form will be scrutinised and responded to on a case-by-case basis by the Vocational Coordinator, entered anonymously and reported to the CIOB Awarding Organisation Management Committee (ABMC).

## 12. The Disability Discrimination Act (DDA)

The Disability Discrimination Act (DDA) protects disabled people. The Act sets out the circumstances in which a person is 'disabled'. It says you are disabled if you have:

- A mental or physical impairment
- This has an adverse effect on your ability to carry out normal day to day activities
- The adverse effect is substantial
- The adverse effect is long term (meaning it has lasted for 12 months, or is likely to last for more than 12 months or for the rest of your life)

There are some provisions, for example:

- If your impairment has substantially affected your ability to carry out normal day-to-day activities but does not anymore, it will still be counted as having that effect if it is likely to do so again.
- If you have a progressive condition, and it will substantially affect your ability to carry out normal day-to-day activities in the future, you will be regarded as having an impairment that has a substantial adverse effect from the moment the condition has some effect on your ability to carry out normal day-to-day activities.
- If you have been diagnosed as having cancer, HIV infection or multiple sclerosis you will automatically be considered as 'disabled'.
- If you are registered blind or partially sighted or certified as blind or partially sighted by a consultant ophthalmologist, you will automatically be considered as 'disabled'.
- People who have had a disability in the past but are no longer disabled are covered by certain parts of the DDA.

What are 'normal day-to-day activities'?

At least one of the following areas must be substantially affected:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Understanding of the risk of physical danger

It is important to think about the effect of impairment without treatment.

The Act states that any treatment or correction should not be taken into account, including medical treatment or the use of a prosthesis or other aid (for example, a hearing aid). The only things that are taken into account are glasses or contact lenses.

It is important for the candidate to work out how their impairment affects them. They should focus on what they cannot do, or find difficult, rather than what they can do.

For example, if, as a result of hearing impairment, you experience difficulty hearing someone talking at a sound level that is normal for everyday conversations in a moderately noisy place, it would be

reasonable to regard this as having a substantial adverse effect. Being unable to hold a conversation in a very noisy place such as a factory floor would not.

If your impairment affects your mobility, being unable to travel a short journey as a passenger in a vehicle would reasonable be regarded as having a substantial adverse effect as would only being able to walk slowly or with unsteady jerky movements. But experiencing some minor discomfort as a result of walking without help for about a mile would not.

Taken from Disability Rights Commission website (<http://www.drc-gb.org/>) frequently asked questions

### **13. CIOB Awarding Organisation Risk Management Procedure**

The Awarding Organisation Management Committee (ABMC) under the Terms of Reference is responsible for formally overseeing the risk management activities of the awarding organisation qualifications and their effectiveness. Risk management will be placed as a continuous agenda item.

The risk management procedure is a commitment to adopting, implementing and overseeing an effective risk management process within the awarding organisation functions.

#### **13.1 Risk Management Statement**

The CIOB Awarding Organisation relies upon a sound system of risk management and control. Accordingly, the Awarding Organisation Management Committee (ABMC) Secretary, will ensure management accountability and will provide a written overview within the Education Managers Report based upon sound risk management.

#### **13.2 Risk Management Monitoring**

The Awarding Organisation has implemented internal procedures governed by the Awarding Organisation Management Committee (ABMC) and its members. Internal audits will also monitor general risk management annually within the Awarding Organisation and its effectiveness.

There are certain questions to be considered by the internal auditors when reviewing and documenting controls and residual exposure to risk.

These include:

- Are there controls adequate to reduce the residual risk to an 'acceptable' level?
- Are the controls actually being carried out regularly
- Can they monitor and occasionally test them
- Are further actions required to reduce the residual risk to an acceptable level?
- Can they track and monitor that these actions are implemented?
- If they wish to assess and rate the risk a the net level, do they have sufficient information documented
- As part of review procedures, can they assess whether the mitigating actions and the cost of performing them are efficient and commensurate with the risk?

Best practice involves documenting key controls succinctly and separately from the actions for improvement. This separate documentation facilitates the review of controls for adequacy and efficiency and help in monitoring and testing the controls.

The Awarding Organisation Management Committee (ABMC) has implemented a risk management procedure through the risk management register covering areas such as:

- Re-accreditation
- Staffing levels;
- Funding;
- Marketing
- Certificate claims

The process implemented under the awarding organisation shows a mechanism to ensure risk identification, the level, possible effects and control mechanisms, the required action, the necessary outcome and development to ensure satisfactory outcomes. Areas of risk are recorded and the action to be taken, within meeting minutes. The Risk Register is updated after every meeting when necessary. Certain areas of risk will require recommendation from the Board of Trustees; in such instances a report will be presented Board.

### **13.3 External Verification**

External Verification of approved centre activities is conducted on an annual basis; external verification covers elements of risk management. External Verifiers Reports are reviewed after inspection and the findings are reported to the Awarding Organisation Management Committee (ABMC) via the Chief External Verifier. Areas of risk are identified and the relevant action taken.

## **14. Contact Details**

For all enquiries relating to the CIOB and its functions, please contact:

Education Department  
The Chartered Institute of Building  
Englemere  
Kings Ride  
Ascot  
Berkshire  
SI5 7TB

Email: [awardingorg@ciob.org.uk](mailto:awardingorg@ciob.org.uk)

Web: [www.ciob.org.uk/education](http://www.ciob.org.uk/education)

Telephone: 01344 630 742